



BOOKLET FOR BEGINNERS



Sie studieren – wir machen den Rest

**Wir regeln Ihre Finanzen.
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sind gerne für Sie da!**

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**Kreissparkasse
Esslingen-Nürtingen**

Welcome to NGU!

As rector of Nuertingen-Geislingen University or in German “Hochschule für Wirtschaft und Umwelt” (HfWU for short), I warmly welcome you to NGU!

NGU offers a wide range of opportunities:

An excellent practical training, the chance to expand your horizons internationally, support in all the challenges and problems of student life, close contact with professors and a vibrant student life with many opportunities for engagement.

Make use of everything NGU has to offer - you will certainly discover a world of possibilities!

I wish you all the best for your studies, success and – because this is also part of student life – a lot of fun!



Prof. Dr. Andreas Frey
Rector of the HfWU

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At a glance

EDUROAM: The Wi-Fi on the HfWU campus is called EDUROAM. You can access it using your HfWU account. More info on page 10

Email: Upon enrollment, you received a university email address with the domain @stud.hfwu.de. More info on page 10

neo: The organizational and communication platform for all students and lecturers. Among other things you can find your lecture schedule: neo.hfwu.de

SELMA: At selma.hfwu.de, you can check your grades and submit applications, such as for a leave of absence. More info on page 21

Accommodation

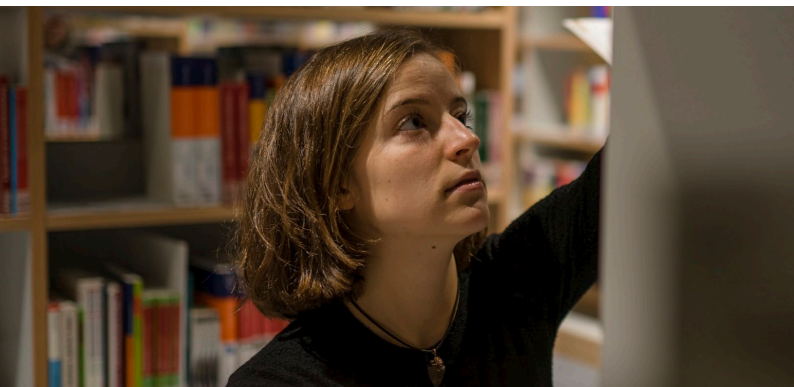
You haven't found student accommodation yet? Try checking in with the „Studierendenwerk Tübingen-Hohenheim“. They run several dorms in Nürtingen and Geislingen. You can apply online on the Studierendenwerk website: my-stuwe.de/en/housing

On the NGU platform neo, you will also find a bulletin board where rooms are often listed. You can also post your own request: neo.hfwu.de

There are, of course, further possibilities on the general housing market. You can find some more helpful ideas and links at: hfwu.de/wohnen

Advice

For general advice about your studies, please contact the office of your degree program. You can find office contact details on your degree program's page: hfwu.de/studium



For any study-related issues, the Center for Academic Competence Development (ZSK) is there to help you. They offer: learning support | writing assistance | math tutoring | study and work techniques | psychosocial counseling. Feel free to contact them at: hfwu.de/zsk

If you need psychological support for a particular situation or in a personal matter, NGU provides contacts for professional assistance. Find the right service for you: hfwu.de/psychologische-beratung

At NGU there are also contact persons for questions related to sexual harassment and discrimination who can assist you confidentially. For questions on topics as diversity or equality, you can contact the equality or diversity officers or inquire with representative for equality, diversity or family-friendness

Do you have problems with your landlord or your employer? The Studierendenwerk offers free legal advice: my-stuwe.de/en/advice/legal-advice

Cafeteria

No matter where your classes are – the nearest cafeteria is never more than a 5-minute walk away! Find an overview of all cafeterias & dining options here: hfwu.de/mensa

Campus

A university campus is defined as the entire area of a university. At NGU, the campus consists of 23 different buildings – so here is an overview:

Campus buildings in Geislingen:

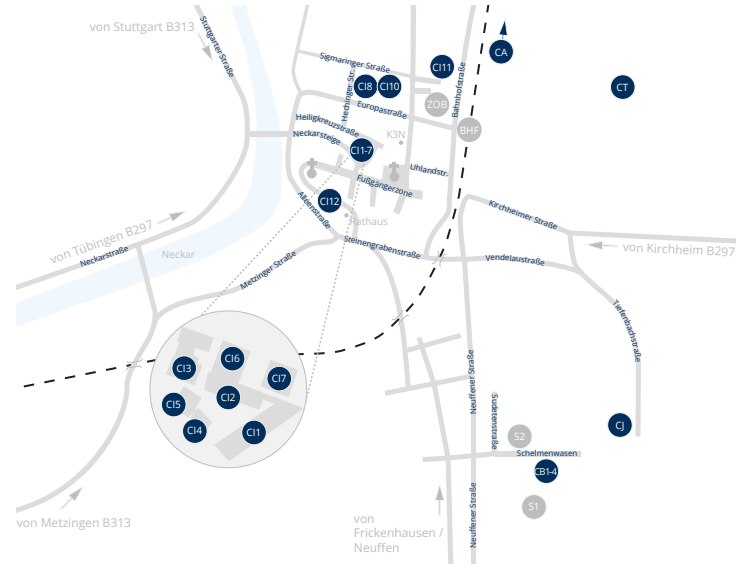
- Ba37, Bahnhofstraße 37
- Ha13, Hauffstraße 13
- Ba62, Bahnhofstraße 62
- Pa4, Parkstraße 4



For maps, addresses, building plans, room locations, printer locations, photos and travel tips, visit: hfwu.de/lageplan

Campus buildings in Nürtingen:

- Campus Au: CA1
- Campus Braike: CB1-4
- Campus Jungborn: CJ1-4
- Campus Steinach: CS3
- Campus Innenstadt CI1-13
- Campus Tachenhausen: CT1-10



Class schedule

Unfortunately, you cannot view your lecture schedule before the start of the lecture period. You can find out when your lectures begin on the NGU platform Neo. Your login credentials for this portal, along with an introduction, will be provided during your first week at NGU: neo.hfwu.de

EDUROAM

The Wi-Fi on the NGU campus is called EDUROAM. You will get access with your NGU account.

Benutzername: NGU email address

Passwort: Your email password

For a detailed setup guide visit the „ZO IZ IT-Dienste“ section on neo: neo.hfwu.de

By the way: With your EDUROAM credentials you can log in at many educational and research institutions worldwide.

Email

Once enrolled at NGU you will receive a university email address ending in @stud.hfwu.de. Since email is the official communication channel, you are required to check it regularly to ensure you don't miss any important information. With the webmail service, you can access and manage your emails or forward them to another address, such as your private email: outlook.hfwu.de; hfwu.de/vs

Engagement

NGU always consults the students when making decisions. You can get involved in various committees and influence important university decisions. The elections, in which you can secure a place on one of the committees, take place in May every year.

Student Council (StuRa):

The StuRa consists exclusively of students who represent the interests of their fellow students at NGU. Among other things, it manages part of your semester fees and ensures that the money is reinvested in great projects for you. Learn more at: hfwu.de/vs.

Faculty Council:

The Faculty Council consists of professors, staff, and students of the faculty. It makes important decisions for the respective department, such as study and examination regulations, faculty development, and which professors will teach you in the future.

Senate:

The Senate consists of professors, staff, and students. It serves as an important supervisory body for the rectorate and helps shape the university's overall direction. As a Senate member, you can, for example, elect the rectorate members, participate in decisions about new degree programs and facilities at NGU, discuss examination regulations and much more.

Enrollment Certificate

You can download your enrollment certificate each semester directly from SELMA.

Exam period

There are two exam periods per year. In the winter semester, the exam period typically runs from late January to mid-February. In the summer semester, it runs from early July to the end of July. You can find the current dates here: hfwu.de/studium/service.

Exams

At the end of each semester you will have exams. The number and type of exams depend on your study semester and the exams you have registered for. You can find the exact date of an exam in SELMA: selma.hfwu.de

Family friendliness

NGU ist committed to supporting students with families. At hfwu.de/familienfreundlichkeit you will find all the information you need on counseling options and questions about pregnancy, maternity leave, parental leave and childcare. You can contact the student advisory service or the representative for equality, diversity and family-friendliness with any questions. For more information about „studying with a child“ please visit the student union`s website: kids.my-stuwe.de

Financing

There are various ways to finance your studies:

Working while studying:

You can work in different employment types:

- Marginal employment, also known as a Minijob or 556€- job
- Work-study student job
- Semester break job or other short-term employment
- Midi-job

More details: studentenwerke.de/jobben

Looking for a job? Check out HfWU-Start, the career portal for students and alumni: hfwu.jobteaser.com

BAföG (Student Grants & Loans)

One of the most important financial support options in Germany is BAföG (Federal Training Assistance Act). Each case is assessed individually, so it's always worth applying. You can complete your BAföG application online: my-stuwe.de/en/bafoeg



Scholarships

Scholarships provide financial support based on specific criteria and does not have to be repaid. While excellent academic performance is often a requirement you don't have to be a top student to qualify – many different factors are considered. A key scholarship at HfWU is the Germany Scholarship (Deutschlandstipendium). Application period: July 15 – September 5 (for the upcoming winter and summer semesters). More details: hfwu.de/stipendien

Student loan

There are different types of student loans:

- The KfW Student Loan is provided by the KfW development bank and supports students in Germany, depending on their age.
- Students in an advanced stage of their studies can apply for the Federal Education Loan from the German government.
- Students who find themselves in temporary financial hardship through no fault of their own may be granted a short-term loan by the Studierendenwerk Tübingen-Hohenheim.

Find more info about student loans and housing benefits here: my-stuwe.de/en/bafoeg/funding-loans/loans

Foreign languages

See paragraph „Further education“.

Further education

Thanks to the diverse range of continuing education programs, you can expand your knowledge beyond your degree program at NGU. How about attending one of the free lectures as part of the Studium Generale or participating in a workshop by the Center for Academic Counselling and Competence Development (ZSK), where you can learn how to better manage the challenges of your studies?

You can also take additional courses at the HfWU Academy to gain or improve important qualifications, such as language and IT courses, project management seminars and much more.

Find all available programs here:
hfwu.de/weiterbildung/angebot-fuer-studierende/



Grades

You can check your grades at any time in the student portal SELMA: selma.hfwu.de

Library

Nürtingen Campus:

Main library: CI7, Ground floor and basement, 1st and 2nd floor
Faculty library FUGT: CB1, Room 309

Geislingen Campus:

Main library: Ba62, Room 203

For the latest updates and library catalogs, visit:
hfwu.com/current-students/library

Locations

Nürtingen:

More than 40,000 people live in the 5 districts of Nürtingen. The town is located in the district of Esslingen, just outside Stuttgart. You can reach Stuttgart or Tübingen within 30 minutes by train.



Geislingen:

Just over 28,000 people live in Geislingen an der Steige, which is in the district of Göppingen county. The nearest big cities are not that far away: Stuttgart can be reached by train in 40 minutes and Ulm within 30 minutes.

You want to explore your city? Join a guided city tour! You can find out when and where the next guided tour takes place on the website of the respective town: nuertingen.de and geislingen.de

Mentoring

The Peer-Mentoring Program from the Center of Academic Counselling and Competence Development (ZSK) will be introduced to you in your first week of studies. You will meet your mentor, who will help you settle into your new home and guide you through your start at NGU.

MS Office

All NGU students can download and use MS Office 365 for free on up to 5 PCs or Macs and 5 mobile devices during their studies. As soon as you receive your university login credentials, you can access this service. A detailed installation guide is available on neo under „ZO IZ IT Services“ „Software for Students“: neo.hfwu.de

Music

Would you like to continue your passion for music while studying? At NGU, there are two musical ensembles:

- NGU Choir
- Concert Band+

More information: hfwu.de/studium-musicale

You can also join music groups in Nürtingen and Geislingen – check out their city websites: nuertingen.de, geislingen.de

Opening hours

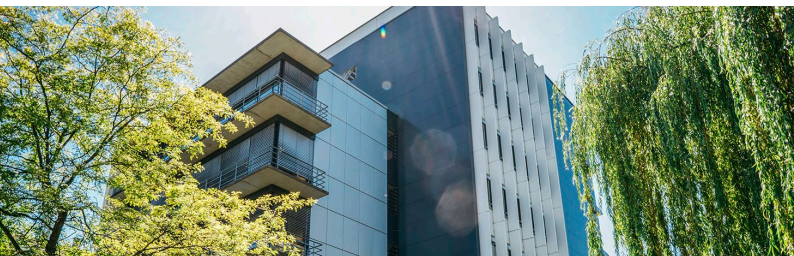
Each NGU facility has different opening hours.

You can find out when and how long our buildings are open at: hfwu.de/oeffnungszeiten

Parking

Campus Innenstadt:

Free parking is available opposite Building CI10 (access via Sigmaringer Straße). Additional parking can be found at Schlachthof (Mühlstraße) and Wörthstraße.



Campus Braike:

Free parking spaces are located directly in front of Building CB1 and around the campus.

Campus Geislingen:

In Geislingen, you can use the public parking facilities on Parkstraße.

Alternative Transportation:

Consider using public transport or a bike for an eco-friendly commute!

Printing and Copying

Printers are mainly available in the university's PC rooms and libraries. To print, copy, and scan, you need your user ID, which consists of the characters before @hfwu.de in your university email address. You can top up your printing balance through the PaperCut portal: <https://printing.hfwu.de:9192/user>. This will redirect you to Klarna, where you can enter your bank details. More information is available on neo: <https://t1p.de/hrji>

Religion

At both locations, you will find representatives of various faith communities. Take a look at the cities' websites: nuertingen.de and geislingen.de. People of all faiths can also turn to the Ecumenical University

Community in Nürtingen. Its goal is to provide everyone with space and opportunities to experience community, live and celebrate faith in a contemporary way, and reflect on and discuss topics that matter in daily life. Learn more at: oekhg.de

Additionally, there is the SMD, a Christian student group. Regular meetings take place to spend time with God and with each other. SMD consciously engages with the intellectual challenge of harmonizing thinking and faith, inviting students to reflect, question, and experience. More information at: hochschul-smd.org/nuertingen

Shop

Want some NGU merchandise? Check out the HfWU Shop for T-shirts, hoodies, mugs, and more: hfwushop.de



Setting up a business

Anyone who wants to start or take over a business during or after their studies will find support at HfWU. At the co-working space of Zukunft.Gründen in Nürtingen, you'll always have a place to connect with other motivated students: hfwu.de/zug

Sports

You can release your energy not only in various clubs at your location or at the gym but also directly at NGU – through university sports! The sports courses are organized by students in the General Student Committee (AStA). You can find the current courses here: hfwu.de/vs

Student portal SELMA

At selma.hfwu.de, you can find the online functions and applications of the Student Services Office, such as enrollment certificates, address change requests, reregistration, deregistration, leave of absence, and more. These functions are continuously being expanded. For the latest information on the Student Services Office and a guide to the SELMA portal, visit: hfwu.de/stusek.

Student initiatives

Student initiatives are working groups or associations where students come together to advocate for a specific topic. These initiatives not only allow you to pursue your interests but also give you the opportunity to meet many other students from different degree programs. You can find all initiatives on the website: hfwu.de/service

StudiCard/Student-ID card

You have already received your StudiCard by mail. It is your most important identification document at NGU: It serves as your student ID, proof of enrollment for the public transport network, library card, access key for certain buildings, and even your digital wallet for payments in the cafeteria on the city campus.



Study rooms

NGU offers various study spaces for individual and group work. Here, you can concentrate and study for your exams. A detailed description and list of locations can be found here: hfwu.de/lernraum

Studying abroad

During your studies you have the opportunity to gain international experience. Whether it is a semester abroad at one of our 100+ partner universities, an internship abroad or a summer school during the semester break – the International Office supports you in finding, applying, and financing your stay. We recommend starting your planning early, preferably during your first semester. For more information: hfwu.de/en/hfwu-scout/anlaufstellen/translate-to-english-international-office/international-office/

Sustainability

NGU has been committed to sustainability for decades. This applies not only to research but also to you as students: Every degree program includes individual modules on sustainability, covering topics such as economics, society, or the environment.

In addition, various interdisciplinary projects regularly address sustainability-related topics. Sustainability is also a key focus in research at NGU. You can find all sustainability-related topics at NGU on the NGU Sustainability Portal: hfwu.de/nap

The operations of NGU are also being sustainably developed. That's why we are working hard to achieve our environmental goals and continuously improve them. Students from all degree programs can participate in the environmental management system through student projects or final theses. Additionally, a „Round Table on the Environment“ is held regularly, where all NGU students are invited to contribute and discuss their suggestions and ideas. Learn more about HfWU's environmental management at: hfwu.de/emas

Tutoring

Tutoring sessions („Tutorium“) provide extra help for specific courses. They are taught by students from higher semesters. You can check on Neo whether a tutorial is available for a module and register directly for the session there: hfwu.neo.de.

UniNow App

The UniNow App helps you organize your studies. In the app you can access your grades, schedule, library account, e-mails, cafeteria menu and much more. You can find the app under the name „UniNow“ in the Play Store (Android) and App Store (iOS) or at uninow.de.

Wi-Fi

See paragraph „EDUROAM“.

What's what and who's who ...

Dean: Head Professor of a Faculty.

Faculty: A university's organizational unit, which comprises several degree programs. There are four of them at NGU.

ZSK: The Student Advisory Service at NGU. ZSK stands for „Zentrum für Studienberatung und Kompetenzentwicklung“.

IO: The International Office (IO for short) takes care of all international matters at NGU. For example, the staff will support you if you would like to spend a semester abroad.

Chancellor: Head of the university administration. Currently the Chancellor of NGU is Andrea Linke.

neo: Organization and communication platform for all students and lecturers – hfwu.de

Rector: Academic head of NGU. Currently this position is held by Prof. Dr. Andreas Frey.

VS: The student representative body – (Verfasste Studierendenschaft or VS for short) – is all of you! All students are automatically members of VS. VS is represented by the Student Council (StuRa), whose job it is to look after the students' interests.

A glossary with all other important terms and abbreviations can be found at: hfwu.de/service



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Wenn mit den Finanzen alles geregelt ist.

- Kostenloses Girokonto für Studierende
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- Studienkredit: studieren statt jobben
- Versicherungen: Kopf frei für die wichtigen Dinge
- Und vieles mehr!

Mehr Infos unter
ksk-gp.de/studenten



Kreissparkasse
Göppingen

